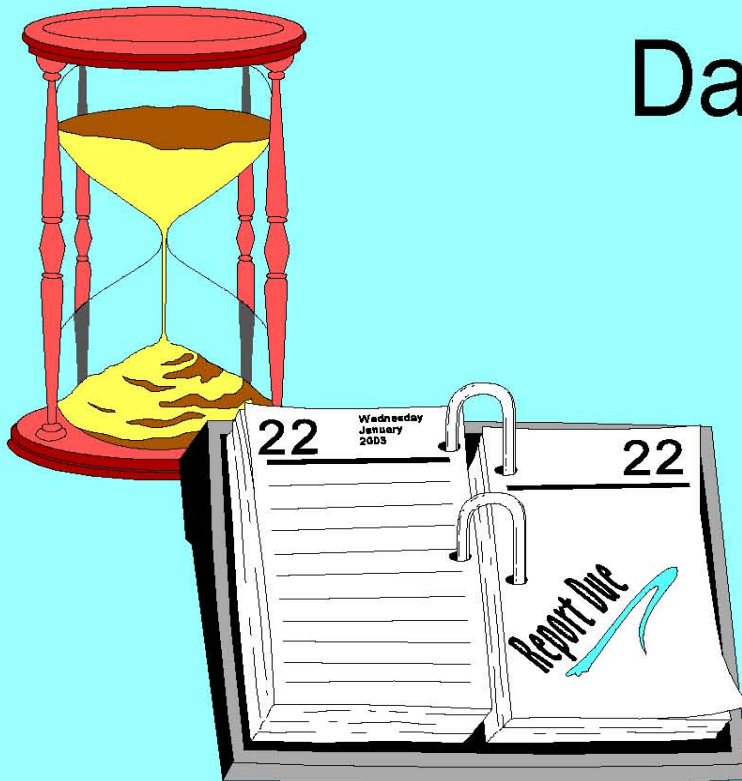


# Data Acquisition Calendar 2007-2008



MR. TOM LUNA  
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION  
BOISE, IDAHO

# Monthly 2007-2008

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
Monthly	Commodity Order Form	District/Charter	Child Nutrition	Colleen Fillmore Dennis McNees 332-6831	Federal Regs. 7 CFR 250	Initial order due by the 10th of each month. The surplus and Group B commodity order due by the 25th.
Monthly	Reimbursement Accuracy Claim Sheet (RACS)	District/Charter	Child Nutrition	Colleen Fillmore Mary Jo Marshall Lynda Westphal 332-6820	Federal Regs. 7 CFR 210	Used to edit check reimbursement claims before submitting for payment. Keep on file for review by SDE.
Monthly	Reimbursement Claim	District/Charter	Child Nutrition	Colleen Fillmore Melissa Cook 332-6830	Federal Regs. 7 CFR 210	Due the 10th of each month for reimbursable meals and milk.

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**July 2007**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
July 1	Teacher Supply & Demand Survey	District/Charter	Teacher Certification	Keith Potter 332-6884	State Law IC 33-120	Data survey for annual Teacher Supply & Demand report.
July 1	Claims Inquiry Report for Auditors	District/Charter	Child Nutrition	Colleen Fillmore Melissa Cook 332-6830	Federal Audit Requirements	Available for auditors, reimbursement claim report listing the monthly reimbursement paid to local agencies for Child Nutrition Program meals.
July 1	Commodity Usage Report (PAL)	District/Charter	Child Nutrition	Colleen Fillmore Dennis McNess 332-6831	Federal Audit Requirements	The PAL report shows the value of commodities ordered by the program.
July 15	Annual School Bus Inventory/Odometer Report	District/Charter	School Transportation	Lanette Daw 332-6851	State Board Rule IDAPA 08.02.02.190	Reports annual odometer readings on school buses, annual inspection dates, and bus out of service date.
July 15	District Stop Arm Violation Summary	District/Charter	School Transportation	Lanette Daw 332-6851	State Laws IC 49-1422 IC 49-1423	Number of stop arm violations that occurred during the prior school year.
July 15	Quarterly Cash Balance Report	District/Charter	School Support Services Student Achievement and School Accountability Innovation and School Choice	Contact appropriate program section	Federal Regs. 34 CFR 75.702 34 CFR 80.20(7)	Required by Federal Programs with advance payments.
July 15	Run/Route Report	District/Charter	School Transportation	Brad Jensen 332-6851	State Law IC 33-1511	Annual Runs and Routes report.
July 15	School District Budgets	District/Charter	Public School Finance	Kathy Vincen 332-6841 Myrna Holgate 332-6845	State Law IC 33-120 IC 33-801	Due 21 days after Board of Trustees approval.
July 16	Technology Grant Application and Progress Report	District/Charter	Technology Services	Mark Russell 332-6982	State Law IC 33-4806	Approved progress reports and budget forms are required prior to receiving continuing technology funds.

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**July 2007 (Continued)**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
July 30	Migrant Summer School Report	District/Charter	Student Achievement and School Accountability	Marcia Beckman 332-6901	Federal Law PL 100-297	Required for federal reporting.
July 30	ADA by County	District/Charter	Public School Finance	Stephanie Marsala Tim Hill 332-6840	State Law IC 33-1002(5)	Used to distribute Federal Forest funds.
July 30	Educational Directory Updates	District/Charter	Public School Finance	Greg Berg 332-6842	Federal Act USC 9001.402(b)	Information used for current school year Idaho Educational Directory.
July 30	Even Start Annual Performance Report	School/Charter	Student Achievement and School Accountability	Suzette Gitchel 332-6946	Federal Act PL100-297	Required for federal reporting.
July 31	Application for Alternative Secondary School Program	District/Charter	Innovation and Choice	Bea Allen 332-6969	State Law IC 33-1002C	Approved application required prior to funding during each fiscal year.
First Friday of July or Third Friday in January	Title I Schoolwide	School/Charter	Student Achievement and School Accountability	Marcia Beckman 332-6901	Federal Law PL 100-297	Required for federal reporting.

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**August 2007**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
August 1	Updated Square Footage Numbers	District/Charter	Public School Finance	Julie Oberle 332-6842	State Law IC 33-1019	Required to calculate the School Facility Maintenance Match dollars.
August 15	Building Demographics	District/Charter	Public School Finance	Greg Berg Myrna Holgate 332-6845	State Law IC 33-120	Updates related databases for the upcoming school year.
August 15	Request for Separate School Status	District/Charter	Public School Finance	Tim Hill 332-6840	State Law IC 33-1003	Elementary schools having less than 10 pupils in average daily attendance must be pre-approved by the State Board of Education.
August 15	Title I Annual Performance Report	School/Charter	Student Achievement and School Accountability	Marcia Beckham 332-6901	Federal Act PL100-297	Required for all Title I schools.
August 15	Title I Extended Time Evaluation	School/Charter	Student Achievement and School Accountability	Marcia Beckham 332-6901	Federal Act PL100-297	Required for all Title I schools.
August 19	School Lunch Match Report	District/Charter	Child Nutrition/Accounting	Ken Lang 332-6858	State Law IC 33-1015 IC 33-120	Required for state and federal reporting. State matching funds to operate the National School Lunch are the PERSI payments for school lunch employees.
August 31	Summer High School Graduate Survey	District/Charter	Public School Finance	Greg Berg 332-6842	Federal Act USC 9001.402(b)	Required for state and federal reporting.
August 31	Extended Reading Intervention Evaluation and Intervention Reporting	District/Charter	Student Achievement and School Accountability	Christine Ivie 332-6973	State Law IC 33-1615	Principal online reporting of Extended Reading Intervention data.

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### August 2007 (Continued)

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
August (7 days after end of session)	Enrollment/Attendance Reports for Approved Summer Alternative Schools	District/Charter	Public School Finance	Greg Berg 332-6842	State Law IC 33-1002C	Enrollment and attendance (including instructional staff) of SDE approved summer school programs only.
August (7 days after end of session)	Enrollment/Attendance Reports for Summer Juvenile Detention Programs	District/Charter	Public School Finance	Greg Berg 332-6842	State Law IC 33-1002C	Enrollment and attendance of summer juvenile detention programs only.
August 31	Evaluation for Neglected and Delinquent Programs Title I, Part D, Subpart 1 and 2	District/Charter	Student Achievement and School Accountability	Suzette Gitchel 332-6946	Federal Law PL 100-297	Required for accountability and data collection.

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**September 2007**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
September 15	Bond, Plant, and Levy Election	District	Public School Finance	Stephanie Marsala Tim Hill 332-6840	State Law IC 33-120	Report of Bond, School Plant, and Supplemental Levy elections held during the fiscal year.
September 15	Statewide Testing Materials Request Form for Direct Writing/ Direct Math Assessments	District/Charter	Student Achievement and School Accountability	Cindy Johnstone 332-6956 Liz Smith 332-6948	State Board Rule IDAPA 08.02.03.111	Establish local testing program needs for the Spring assessment program.
September 30	After School Snack Review	District/Charter	Child Nutrition	Mary Jo Marshall Lynda Westphal 332-6820	Federal Reg. 7 CFR 210	Review of the snack program occurs 2 times per year; once within the first 4 weeks of operation and a second time before the end of the year.
September 30	Border District Contract	District	Public School Finance	Tim Hill 332-6840	State Law IC 33-1403	Contract signed by the Board of Trustees for students to attend school in another state.
September 30	IFARMS Annual (Financial) Report	District/Charter	Public School Finance	Julie Oberle 332-6842	State Law IC 33-701(7) IC 33-120	Required for state and federal reporting.
September 30	Annual School Bus Certification Report	District/Charter	School Transportation	Ray Merical 332-6851	State Law IC 33-1506	Certification that all school buses used to transport students have met annual inspection requirements.
September 30	Pupil Transportation Reimbursement Claim	District/Charter	SchoolTransportation	Lanette Daw 332-6851	State Laws IC 33-1006 IC 33-120	Pupil transportation costs and related data for the prior school year.

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**October 2007**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
October 1	Child & Adult Care Feeding Program Application and Renewal	District/Charter	Child Nutrition	Colleen Fillmore Jean Zaske 332-6821	Federal Regs. 7 CFR 226	Feeding children in Head Start, childcare centers and homes, homeless shelters and At-Risk Snack sites.
October 1	Teacher of the Year	District/Charter	Public Information	Joan MacMillan 332-6812	SDE	Districts submit nominations to SDE.
October 12	Special Education Exiting Data	District/Charter	Student Achievement and School Accountability	Lester Wyer 332-6916	Federal Regs. 34CFR 300.640	Report of children exiting Special Education between 7/1/06 and 6/30/07.
October 15	Civil Rights Compliance Report	District/Charter	Child Nutrition	Colleen Fillmore Mary Jo Marshall Lynda Westphal 332-6820	Federal Regs. 7 CFR 210	Report summarizes ethnic status from low income applications on file as of October 1 for participants in the National School Lunch Program.
October 15	IDEA Part B and Preschool Application	District/Charter/ LEA	Student Achievement and School Accountability	Lester Wyer 332-6916	Federal Regs. 34 CFR 300.200	Federal Special Education funds budgets for school age and preschool; Maintenance of Effort and Special Education assurance required for IDEA compliance.
October 15	District Salary Schedules	District/Charter	Public School Finance	LaRae Ashby Myrna Holgate 332-6845	State Law IC 33-1004D	Required for instructional and administrative staff for 2007-2008.
October 15	IBEDS Reporting	District/Charter	Public School Finance	LaRae Ashby Myrna Holgate 332-6845	State Law IC 33-1004D	Submission of all district staff and salary for 2007-2008. Used for both funding and statistical purposes.
October 15	Highly Qualified Paraeducators Assurance	District/Charter	Public School Finance	Myrna Holgate 332-6845	Federal Law PL 100-297	Required for accountability and continued employment of paraeducators; included as a part of the IBEDS data collection.
October 15	State/Northwest Accreditation Report	School/Charter	District Support Services	Nick Smith 332-6969	State Law IC 33-119 Northwest Association	Required for public secondary schools serving grades 9-12; voluntary for elementary/middle/private schools

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**October 2007 (Continued)**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
October 15	Title I-A Comparability Reports	District/Charter	Student Achievement and School Accountability	Susan Hansen 332-6900	Federal Law PL1073/10	Documentation verifying Title I districts have met federal comparability requirements.
October 15	District's Independent Audit Report	District/Charter	Public School Finance	Julie Oberle 332-6842	State Law IC 33-701(6)	Due after Board of Trustees' acceptance of audit report, but not later than October 15.
October 15	Quarterly Cash Balance Report	District/Charter	School Support Services Student Achievement and School Accountability Innovation and School Choice	Contact appropriate program section	Federal Regs. 34 CFR 75.702 34 CFR 80.20(7)	Required for Federal Programs with advance payments.
October 15	Salary Based Apportionment Waiver Request	District/Charter	Public School Finance	Tim Hill 332-6840	State Law IC 33-1004	Must be submitted by all districts which have waiver approval to use some salary apportionment dollars to supply additional classroom space.
October 15	IBEDS Reporting for Approved Summer Alternative School Programs	District/Charter	Public School Finance	LaRae Ashby Myrna Holgate 332-6845	State Law IC 33-1004C	Staff salary and FTE information used for salary based apportionment program (state funding formula). Must be a SDE approved summer school program.
October 29	Technology Grant Application and Progress Report	District/Charter	Technology Services	Mark Russell 332-6982	State Law IC 33-4806	Approved progress reports and budget forms are required prior to receiving continuing technology funds.
October 31	Financial Status Report for State Tobacco Tax and Title IV Programs	District/Charter	District Support Services	Matt McCarter 332-6960	OPE Recommendation Report 98-01	Report required for State Tobacco Tax and Title IV Programs.
October 31	Financial Status Report	District/Charter	Student Achievement and School Accountability	Susan Hansen 332-6900	Federal Law (NCLB Act) PL107-110	Report of carryover funds from preceding project fiscal year for federal and certain state programs.

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# November 2007

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
November 1	School Improvement Plan	District	Student Achievement and School Accountability	Marcia Beckham 332-6901	NCLB Act of 2001 Section 1116(3)(A)	School Improvement Plans are required of all schools and districts in Needs Improvement Year 1, Needs Improvement Year 2, and Corrective Action. Completed plans are to be submitted to the district for peer review by November 1.
November 2	Attendance, Enrollment and Dropout Reports; Emergency Closure Report	School/Charter	Public School Finance	Greg Berg 332-6842	State Law IC 33-1002(5) IC 33-1009(3)	Attendance reporting period ends the 1st Friday of November. Building reports should be reviewed by the district office and mailed no later than the 2nd Friday of November.
November 15	Verification Summary Report of Free and Reduced Applications	District/Charter	Child Nutrition	Colleen Fillmore Mary Jo Marshall Lynda Westphal 332-6820	Federal Regs. 7 CFR 245	Results of sample verification of free/reduced parent income.
November 15	Consolidated Plan Revisions	School/Charter/ LEA	Student Achievement and School Accountability	Susan Hansen 332-6900	Federal Law NCLB Act PL107-110	Required for federal reporting.

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**December 2007**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
December 1	Annual Survey of Children in Local Institutions for Neglected or Delinquent Children	District/Charter	Student Achievement and School Accountability	Suzette Gitchel 332-6946	Federal Law NCLB Act PL107-110	Count of students in group homes for neglected or delinquent youth - for Title I funding purposes.
December 1	School Facility Maintenance Report	District/Charter	Public School Finance	Julie Oberle 332-6842	State Law IC 33-1019	Summary of School Facility Maintenance activity . Reported to the Legislature yearly.
December 1	Alternative Secondary School Revenue and Expenditure Survey	District/Charter	Public School Finance	Julie Oberle 332-6842	State Law IC 33-1002F	Required for compilation of the Alternative School Report. Submitted to the Legislature.
December 1	Separate Attendance Unit Report	District	Public School Finance	Stephanie Marsala Tim Hill 332-6840	State Law IC 33-1003(2)	Identifies schools requiring separate treatment in the calculation of units.
December 10	Special Education Child Count	District/Charter	Student Achievement and School Accountability	Lester Wyer 332-6916	Federal Regs. 34 CFR 300.640	December 1 child count required by IDEA. Gifted and Talented students are counted as well.
December 15	IBEDS Corrections	District/Charter	Public School Finance	LaRae Ashby Myrna Holgate 332-6845	State Law IC 33-1004D	Last day IBEDS corrections accepted.
December 15	School Improvement Plan	District	Student Achievement and School Accountability	Marcia Beckham 332-6901	NCLB Act of 2001 Section 1116(3)(E)	School Improvement Plans are required of all schools and districts in Needs Improvement Year 1, Needs Improvement Year 2, and Corrective Action. Following a peer review by the district, completed plans are submitted to the State Department of Education no later than December 15.
December 20	IBEDS Salary/Usage Changes	District/Charter	Public School Finance	LaRae Ashby Myrna Holgate 332-6845	State Law IC 33-1004D	Deadline for any changes to salaries and wages due to settled contracts.

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**January 2008**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
January 2	Application for Impact Aid	District	School Support Services	Mary Jane Oatman-Wakwak 332-6968	Federal Law Title VII, PL 874	Application for Title VII (PL 874) Impact Aid in Federally affected areas and for (NCLB) Act of 2001. Application must be on file with SDE.
January 9	Application for Tuition Equivalency Funds	District/Charter	Student Achievement and School Accountability	Lester Wyer 332-6916	State Law IC 33-2004	Special education students application for tuition equivalency funds 2007-2008.
January 10	Child Count Certification	District/Charter/ LEA	Student Achievement and School Accountability	Lester Wyer 332-6916	Fed Regs. 34 CFR 300.640	Final Submission of changes/additions to December 1 child count certification form.
January 15	Application for Title I Reallocation Funds	District/Charter	Student Achievement and School Accountability	Susan Hansen 332-6900	Federal Law PL 100-297	Districts apply for the additional funds annually.
January 15	Quarterly Cash Balance Report	District/Charter	School Support Services Student Achievement/School Accountability Innovation/School Choice	Contact appropriate program section	Federal Regs. 34 CFR 75.702 34 CFR 80.20(7)	Required for Federal Programs with advance payments.
January 31	Building Additions, Reconfigurations, Deletions	District/Charter	Public School Finance	Myrna Holgate 332-6845	Federal Act UCS 9001.402(b)	All school district building additions, reconfigurations and deletions for 2007-2008 are needed to complete the nonfiscal surveys for the common core of data.
First Friday of July or Third Friday in January	Title I Schoolwide Plan	School/Charters	Student Achievement and School Accountability	Marcia Beckham 332-6901	Federal Law PL 100-297	Required for federal reporting.

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**February 2008**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
February 1	Point of Service Counting Review	District/Charter	Child Nutrition	Colleen Fillmore Mary Jo Marshall Lynda Westphal 332-6820	Federal Reg. 7 CFR 210	Does require follow up; keep on file for review by SDE. Form is available at <a href="http://www.sde.idaho.gov/child">www.sde.idaho.gov/child</a> in food service manual.
February 1	School Improvement Plans	District/Charter	Student Achievement and School Accountability	Marcia Beckman 332-6901	Federal Law NCLB Act PL107-110	Required for federal reporting.
February 15	Indirect Cost Worksheet	District/Charter	Public School Finance	Julie Oberle 332-6842	Federal Reg. 34 CFR 75.563	Provides information to calculate indirect cost rate used by Federal Programs.

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**March 2008**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
March 1	Federal Consolidated Plan Final Amendments	District/Charter	Student Achievement and School Accountability	Susan Hansen 332-6900	Federal Law PL 100-297	Required only if significant changes to plans are needed since final grant award issued.
March 2	Eligible Participants for Free and Reduced Price Meals	District/Charter	Child Nutrition	Colleen Fillmore Mary Jo Marshall Melissa Cook 332-6830	Federal Reg. 7 CFR 210	Report provides information used in qualifying sites for other child nutrition programs and also education programs such as Title I funding and E-Rate. Reports enrollment and free and reduced student count for grades 1-12. Submit via the internet on CNP2000 at <a href="http://www.sde.state.id.us">www.sde.state.id.us</a>
March 7	Attendance, Enrollment and Dropout Reports; Emergency Closure Report	School/Charters	Public School Finance	Greg Berg 332-6842	State Law IC 33-1002(5) IC 33-1009(3)	Attendance reporting period ends 1st Friday of March. Building reports should be reviewed by the district office and mailed no later than the 2nd Friday of March.
March 31	Safety Busing Annual Affirmation Form	District/Charter	School Transportation	Ray Merical 332-6851	State Board Rule IDAPA 08.02.02.190	All previously approved safety busing requests must be affirmed annually that conditions have not changed.
March 31	Request for New Safety Busing	District/Charter	School Transportation	Ray Merical 332-6851	State Law IC 33-1006 State Board Rule IDAPA 08.02.02.190	Any new safety busing must be requested by annual application from District. State Board approval necessary before reimbursement.

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**April 2008**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
April 1	Annual Commodity Acceptability Survey	District/Charter	Child Nutrition	Colleen Fillmore Dennis McNees 332-6820	Federal Reg. 7 CFR 250	Annual acceptability survey of USDA food commodities received during the current year.
April 1	Early Retirement Incentive Application	Certified Applicant	Public School Finance	LaRae Ashby Myrna Holgate 332-6845	State Law IC 33-1004G	Application filed with SDE by April 1 to participate in Early Retirement Incentive Program (ERI) for Certified Instructional Staff only.
April 15	Quarterly Cash Balance Report	District/Charter	School Support Services Student Achievement/School Accountability Innovation and School Choice	Contact appropriate program section	Federal Regs. 34 CFR 75.702 34 CFR 80.20(7)	Required for Federal Programs with advance payments.
April 15	Summer Food Service Program Application and Renewal	District/Charter	Child Nutrition	Colleen Fillmore Lynda Westphal 332-6821	Federal Reg. 7 CFR 225	Feeding children in low income areas during summer months. Submit renewal application and site sheet.
April 30	Notify County Clerks of Budget Hearing	District/Charter	Public School Finance	Myrna Holgate 332-6845	State Law IC 63-802A	All school districts must notify their applicable county clerks of their budget hearing.
April 30	Summer Alternative Secondary School Applications	District/Charter	Innovation and Choice	Bea Allen 332-6969	State Board Rule IDAPA 08.02.03.100.09	Approved application required prior to funding during each fiscal year. Program must be a minimum of 225 hours.

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**May 2008**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
May 1	Camp Special Milk Application and SDE Renewal Forms	District/Charter	Child Nutrition	Colleen Fillmore Melissa Cook 332-6830	Federal Regs. 7 CFR 215	The camp milk agreement is renewed yearly. Milk served to children at camps can be reimbursed. Contact SDE for application forms.
May 1	Outcomes Survey	School	Student Achievement and School Accountability	Jean Taylor 332-6911	Federal Law PL 105-17	Special Education high school seniors complete a post card survey for research purposes.
May 1	Teacher Supply & Demand Survey	District/Charter	Teacher Certification	Keith Potter 338-6884	State Law IC 33-120	Data survey for annual Teacher Supply & Demand report.
May 1	Verification of Early Retirement Incentive Applicant's Eligibility	District/Charter	Public School Finance	LaRae Ashby Myrna Holgate 332-6845	State Law IC 33-1004G	Verification of ERI applicants' eligibility and of the data upon which incentive amount is based.
May 1	SES Application	School/Charter	Student Achievement and School Accountability	Marcia Beckham 332-6901	Federal Law NCLB Act PL107-110	Required for federal reporting.
May 5	Extended Reading Intervention Application Submission	School/Charter	Student Achievement and School Accountability	Christine Ivie 332-6973	State Law IC 33-1615	Principal online application for extended reading intervention.
May 15	District Goals and Superintendent Highlights	District/Charter LEA	Public School Finance	LaRae Ashby Myrna Holgate 332-6845	State Law IC 33-120	Used in Idaho School Profiles.
May 15	School Calendar	District/Charter	Public School Finance	Julie Oberle 332-6842	State Law IC 33-512(1)	Days in session and hours of instruction for school year 2008-2009.

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**May 2008 (Continued)**

DUE DATE	FORM NUMBER	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
May - June (7 days after school ends)	Third Reporting Period	Attendance, Enrollment and Dropout Reports; Emergency Closure Report	District/Charter	Public School Finance	Greg Berg 332-6842	State Law IC 33-1002(5) IC 33-1009(3)	Building reports should be reviewed by the district office and mailed no later than one week after the last day of school.
May 31		Supplemental Services District Evaluation	District/Charter	Student Achievement and School Accountability	Marcia Beckham 332-6901	Federal Law PL 100-297	Required for accountability of schools identified for school improvement.

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**June 2008**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
June 1	Charter School Advance Payment Request	Charter	Public School Finance	Tim Hill 332-6840	State Law IC 33-5208	Advance payment request for first year charter schools and charter schools with an expected increase of 20 or more students.
June 1	Commodity Contact & Delivery Update	District/Charter	Child Nutrition	Colleen Fillmore Dennis McNees 332-6831	Federal Regs. 7 CFR 250	Updates delivery and contact information for receiving commodities.
June 15	Indian Student Report/Indian Education (JOM)	District/Charter	District Support Services	Mary Jane Oatman-Wak Wak 332-6968	Federal Regs. 25 CFR 271, 3 & 6	Johnson-O'Malley (JOM) districts only.
June 15	Summary of Indian Personnel/Indian Education (JOM)	District/Charter	District Support Services	Mary Jane Oatman-Wak Wak 332-6968	Federal Regs. 25 CFR 271, 3 & 6	Johnson-O'Malley (JOM) districts only.
June 15	Border Contract Expense Report	District	Public School Finance	Stephanie Marsala Tim Hill 332-6840	State Law IC 33-1002	Districts must submit documentation of border contract costs for 2007-2008.
June 15	Federal Compliance Assurances	District/Charter	Student Achievement and School Accountability	Christine Ivie 332-6973	Federal Regs. 34 CFR parts 82 & 85	Must be on file at the SDE prior to the funding of new awards for the fiscal year.
June 15	Federal Consolidated Plan	District/Charter	Student Achievement and School Accountability	Susan Hansen 332-6900	Federal Law PL 100-297	Required for Title I-A, Title I-C, Title I-D, Title II-A, State LEP, Title III, and Title V-A programs. Must be approved by SDE before expending any of these program funds.
June 15	Technology Grant Application and Technology Survey	School/Charter	Technology Services	Mark Russell 332-6982	State Law IC 33-4806	Approved technology inventory forms are required prior to receiving continuing technology funds.
June 15	Court-Ordered Tuition Equivalency Report	District/Charter	Public School Finance	Julie Oberle 332-6842	State Law IC 33-1002B	Report of students placed by Idaho court-order into a licensed home or facility.
June 15	Idaho Reading Indicator - Spring Test Reporting	School/Charter	Student Achievement and School Accountability	Christine Ivie 332-6973	State Law IC 33-1614	Principal online reporting of Idaho reading indicator test scores.
June 15	McKinney-Vento Homeless Mini-Grant Application and Evaluation	District/Charter	Student Achievement and School Accountability	Suzette Gitchel 332-6946	Federal Law (NCLB Act) PL 107-110	Required for funding homeless programs.
June 15	Homeless Education Survey	District/Charter	Student Achievement and School Accountability	Suzette Gitchel 332-6946	Title VIIB Section 722d	Required for federal reporting.

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### June 2008 (Continued)

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
June 15	Special Education Discipline Report	School/Charter	Student Achievement and School Accountability	Jean Taylor 332-6911	Federal Regs. 34 CFR 300.146	Special Education students suspended for more than 10 days per school year must be reported.
June 30	Johnson-O'Malley (JOM) Application for Contract	District/Charter	Student Achievement and School Accountability	Marcia Beckham 332-6901	Federal Regs. 25 CFR 271, 3 & 6	JOM districts only. Application must be on file with the SDE.
June 30	Neglected and Delinquent Programs Application Title I, Part D, Subpart 1 & 2	District/Charter	Student Achievement and School Accountability	Suzette Gitchel 332-6946	Federal Law PL 100-297	Required for funding Title I-D programs.
June 30	Even-Start Annual Evaluation	Site/Grantee	Student Achievement and School Accountability	Suzette Gitchel 332-6946	Federal Law PL 100-297	Required annually of all Even-Start projects.

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**No Fixed Date 2007-2008**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
As Necessary	Changes in District/Building mailing address, telephone number, fax number and key personnel	District/Charter	Public School Finance	Myrna Holgate 332-6845 Greg Berg 332-6842	State Law IC 33-1004D	Ensures that communications from SDE reach the proper contacts.
As Needed	CNP2000 User Passwords and Authorized Signatures	District/Charter	Child Nutrition	Colleen Fillmore Melissa Cook 332-6830	Federal Regs. 7 CFR 210	New persons designated by local program administrators to be authorized signers for Child Nutrition Program operations must test out on CNP2000 and receive a password that allows information to be changed or to file claims. Passwords are user specific.
As Needed	Meal Counting System Information	District/Charter	Child Nutrition	Mary Jo Marshall Lynda Westphal 332-6820	Federal Reg. 7 CFR 210	Must be updated if method of counting meals changes during the school year.
As Needed	Team Nutrition Demonstration Grant Project Reports	District/Charter	Child Nutrition	Colleen Fillmore Heidi Martin 332-6822	Federal Grant Requirements	Grantees file periodic reports outlining project activities and budget expenditures.
Funds Transferred as Needed	Indian Education (JOM) Fund Transfer Request Generic Financial Reporting	District/Charter	Student Achievement and School Accountability	Marcia Beckham 332-6901	Federal Regs. 25 CFR 271, 3 & 6	Based upon budget request.
Seasonal	Winter IRI Record Sheets for grades K-3	District/Charter	Student Achievement and School Accountability	Christine Ivie 332-6973	State Law IC 33-1614	Establishes local testing program needs for the Winter assessment program.
Variable	Curricular Materials Waiver Form	District/School/Charter	Innovation and Choice	Val Fenske 332-6902	Federal Law PL 97-35	Waiver forms must be submitted when a district uses curricular materials not appearing on the State Approved Curricular Materials Listing. All Waivers must be filed and approved prior to the October 15th accreditation reports deadline.
Variable	Driver Education Claim for Reimbursement	District/Charter	District Support Services	Joyce Alexander 332-6850	State Law IC 33-1707	Due no later than 45 days following completion of class.

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**No Fixed Date 2007-2008 (Continued)**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
Variable	Driver Education Collision/ Incident Report Form	District/Charter	District Support Services	Joyce Alexander 332-6850	State Board Rule IDAPA 08.02.01.230	Due within two weeks following accident.
Variable	Fingerprint Cards	District/Charter	District Support Services	Shannon Haas 332-6888	State Law IC 33-130	Required of districts for new employees within 90 days of hire.
Variable	New School Bus Inspection	District/Charter	School Transportation	Ray Merical 332-6851	State Law IC 33-1506	Must be completed by SDE staff or authorized inspectors on all new school buses.
Variable	Uniform School Bus Accident Report Form	District/Charter	School Transportation	Lanette Daw 332-6851	State Board Rule IDAPA 08.02.02.170	Due within 15 days following accident.
As Needed	Administrative and Review Grant	District/Charter	Child Nutrition	Colleen Fillmore Anna Mae Florence 332-6829	Federal Grant Requirements	Grantee files periodic reports outlining project activities and budget expenditures.
Variable	Bus Ridership Count Reports	District/Charter	School Transportation	Lanette Daw 332-6851	State Board Rule IDAPA 08.02.02 190	Three reports per year. A daily count of actual eligible bus ridership.

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**Annual 2007-2008**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
Annual	Annual Storage Facility Self-Evaluation Form	District/Charter	Child Nutrition	Colleen Fillmore Dennis McNees 332-6820	Federal Regs. 7 CFR 250	Review of all commodity storage warehouses and individual sites. Retain on file for review by the State agency.
Annual	ESEA, Title IV Safe & Drug-Free Schools & Communities Act	District/Charter	District Support Services	Matt McCarter 332-6960	Federal Law PL 103-382	Annual report to comply with Federal Safe & Drug Free Schools Act.

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Inquiries regarding compliance with this nondiscriminatory policy may be directed to Tom Luna, State Superintendent of Public Instruction, P.O. Box 83720, Boise, Idaho 83720-0027, (208) 332-6800, or to the Director of Office for Civil Rights, Department of Education, Washington, D.C.